

Election Disaster and Contingency Planning

In the event of a disaster or emergency, the election administrator should have a contingency plan on file. This document should serve as an outline for that plan.

1. Possible types of disasters and/or emergencies that may occur:
 - a. Natural disaster (snow/ice, flooding, tornado, fire, etc.)
 - b. Health related disaster (flu outbreak)
 - c. Election worker shortage
 - d. Shortage of ballots or supplies
 - e. Phone system outage
 - f. Bomb threat
 - g. Power failure
 - h. Other
2. Line of succession for election administration.
3. Staff responsible for each task in the event of a disaster or emergency.
4. Agency contact information for assistance in the event of a disaster or emergency.
5. Emergency contact information and after hours contact information for the following:
 - a. Disaster and Emergency Services
 - b. Law enforcement
 - c. Fire department
 - d. Internet provider
 - e. Health department
 - f. Secretary of State's office
 - g. Office of Public Instruction
6. Alternative polling locations in the event of a disaster or emergency.
7. Sample plan (see below).



Polling Place Relocation Procedures Checklist

Chief election judge or polling place manager will use this checklist in the event of an emergency that requires relocation of the polling place. This checklist is a sample only. Please modify as necessary for county-specific procedures.

FOR USE BY CHIEF ELECTION JUDGE OR POLLING PLACE MANAGER AT POLLING PLACE IN CASE OF EMERGENCY

1. Is there an immediate threat to the safety of voters and election judges?

If so, evacuate voters and judges, then call 911 immediately.

2. If there is not an immediate safety threat:

- ☐ Contact the Election Administrator at (insert phone number): _____
- ☐ Evacuate voters in a calm manner. Let voters who have a ballot finish voting, unless threat is imminent
- ☐ Seal and secure ballots for transport
- ☐ Secure voting equipment and prepare for transport
- ☐ Transport equipment and supplies to your designated relocation area
- ☐ Post Polling Place Relocation Signs where they are easily visible at evacuated polling place
- ☐ Set up polling booths, ballots and other supplies at the new polling place
- ☐ Verify that seals on ballot boxes are intact
- ☐ Resume voting as quickly as possible
- ☐ Contact the Election Administrator when relocation is complete

SAMPLE PLAN – Please adapt to individual district needs

Disaster/ Contingency Scenarios	Task List	Staff Responsible for Task	Assisting Agency(s)	Emergency Contact	After Hours Contact	Procedure
Natural Disaster	Provide transportation to critical staff Provide Power Provide phone service/forwarding Communication to Public					
Health-Related Disaster	Set up protocol for polling places. Contact public health department Publish/post warning notices to public Communication to Public					
Poll Worker Shortage	Call back-up poll workers Instructions to poll workers who may be short-staffed (must have 3 election judges)					
Ballot/Supply Shortage	Contact election administrator Secure more ballots from printer Amend ballot reports to indicate additional ballots					
Phone System Crash	Notify phone service provider					

	Provide cell phones if applicable					
Bomb Threat	<p>Clear election office/polling place if imminent</p> <p>Contact law enforcement</p> <p>Communication to Public if necessary</p>					
Power Failure	<p>Contact election administrator</p> <p>Contact power service provider</p> <p>Plan for registering voters and issuing ballots</p> <p>Plan for tabulation of ballots</p>					